

BULLETIN

WEST TENNESSEE
STATE NORMAL SCHOOL
MEMPHIS, TENN.

Vol. 2.

December, 1913.

NO. 4.

A N N O U N C E M E N T

Winter Term—January 5 to March 20

Spring Term—March 23 to June 5

Summer Term—June 8 to July 17

PUBLISHED BY AUTHORITY
OF THE
STATE BOARD OF EDUCATION

Entered May 22, 1912, at the postoffice at Memphis, Tennessee as
second-class mail matter, under Act of
Congress of July 16, 1894.

STATE BOARD OF EDUCATION.

Governor Ben W. Hooper, President.....	Nashville
State Superintendent S. H. Thompson, Secretary.....	Nashville
Hon. C. C. Hanson.....	Memphis
Supt. R. L. Bynum.....	Jackson
Hon. A. L. Todd.....	Murfreesboro
Hon. Harry A. Luck.....	Nashville
Hon. M. H. Gamble.....	Maryville
Supt. O. L. McMahan.....	Newport

COUNTY SUPERINTENDENTS.

County.	Name.	P. O. Address.
Benton.....	M. L. Hardin.....	Camden
Carroll.....	D. T. Barnhill.....	Huntingdon
Chester.....	N. B. Hardeman.....	Henderson
Crockett.....	T. E. Lowery.....	Alamo
Decatur.....	G. L. Wortham.....	Decaturville
Dyer.....	R. M. Grills.....	Dyersburg
Fayette.....	D. K. Donnell.....	Macon
Gibson.....	J. B. Cummings.....	Trenton
Hardeman.....	J. D. Turner.....	Bolivar
Hardin.....	C. A. Lowe.....	Savannah
Haywood.....	F. R. Ogilvie.....	Brownsville
Henderson.....	W. H. Dennison.....	Lexington
Henry.....	Joe Routon.....	Paris
Lake.....	R. C. Donaldson.....	Tiptonville
Lauderdale.....	G. G. McLeod.....	Ripley
McNairy.....	Aaron Brooks.....	Selmer
Madison.....	W. A. Malone.....	Jackson
Obion.....	C. L. Ridings.....	Union City
Shelby.....	Miss Mabel Williams.....	Memphis
Tipton.....	L. E. Gwinn.....	Covington
Weakley.....	Syl Fisher.....	Sharon

FACULTY

J. W. BRISTER,
President—Education.

T. B. LOGGNIS,
Dean—Mathematics.

MISS ADDIE BARTLETT,
Assistant in English.

V. S. BRIGHT,
Agriculture.

MISS ELEANOR BONNER.
Assistant in English.

MISS HELEN BUQUO,
Home Economics.

JOSEPH A. COTTEN,
Bursar.

HEBER B. CUMMINGS,
Assistant in Education.

MISS MARY ELIZABETH HERRON,
Primary Methods and Elementary Science.

MISS LILLIAN DODD,
Assistant in Domestic Science and Domestic Art.

MISS WILLIE C. JOHNSON,
Latin and Greek.

PRIESTLEY HARTWELL MANNING,
Physics and Physiography.

MISS MARIE McCORMACK,
Drawing and Writing.

C. PERRY PATERSON,
History.

FACULTY

MISS MARY PETTUS THOMAS,
Modern Languages.

W. E. VAUGHN,
English.

ARTHUR WALLERSTEIN,
School of Music.

J. M. WATTERS,
Commercial Department.

CLYDE HUBERT WILSON,
Manual Training.

MISS RUTH THOMAS,
Expression.

MISS JENNIE DESHAZO,
Piano.

MISS CHARL ORMOND WILLIAMS,
Study Hall and Assistant in
Mathematics.

H. A. WEBB,
Chemistry.

E. L. HALL,
Assistant in History.

MISS VERMONTA WILSON,
Assistant in Latin and Greek.

MISS LIZZIE NORMENT,
Matron.

MRS. SARAH PERKINS,
Housekeeper.

BULLETIN

State Normal School of West Tennessee

Entered at Postoffice, Memphis, Tenn., as second class
matter, May 22, 1912, under Act of July 16, 1894.

VOL. II.

MEMPHIS, TENN., DEC. 10, 1913.

No. 4.

Announcement

The Winter Term of the West Tennessee State Normal School will begin Monday, January 5th, 1914. The notion prevails in many quarters that the school is taxed to its capacity and is unable to accommodate additional students. It is true that before the opening of the Fall Term reservations of every available room in the dormitories had been made; but as is always the case a few who had made reservations did not register, and a few others have been compelled to discontinue during the Term; so that accommodations in the dormitories are now available for twenty or twenty-five young ladies and ten or fifteen young men.

In addition to the dormitory accommodations, rooms in private homes within easy walking distance of the school may be secured. The Normal School desires to give its advantages to the largest possible number of students at all times, and it is hoped that the school officials of West Tennessee and other friends of the institution who see this announcement will call the attention of teachers and others contemplating a school course to the opportunity to enter the Normal School in January.

Requests for rooms are coming in every day and prospective students are advised to write as soon as possible so that rooms may be reserved for them.

COURSES OF STUDY

Winter and Spring Terms.

Most of the courses offered at the Normal School are continuous, running through the entire year; but there are many courses that begin in the Winter Term and others in the Spring, and from these teachers and students who have not been able to register for the fall term can select a sufficient number to make a satisfactory and attractive course.

Some courses which may appeal especially to teachers are named below. No attempt is made to give a complete schedule of all courses offered in the school, but only a few from the several departments which would appear to be attractive to teachers, especially to those who can spend but a limited time in the school.

Those interested can secure on application the General Catalogue, which gives detailed information concerning all courses.

DEPARTMENT OF EDUCATION.

General Psychology—Winter and Spring Terms.

School Management—Spring Term.

School Administration—Winter and Spring Terms.

Elementary Psychology—Winter and Spring Terms.

History of Education—Winter and Spring Terms.

School Sanitation—Spring Term.

Child Study—Winter and Spring Terms.

State Reading Circle Courses—Spring Term.

DEPARTMENT OF ENGLISH.

Review English Grammar—Winter Quarter.

A thorough review of the parts of speech, inflection, syntax, and sentence analysis. The teaching of English Grammar in the Elementary Schools will receive attention.

DEPARTMENT OF LATIN.

Beginners' Latin—Winter Term.

DEPARTMENT OF MATHEMATICS.

Review Course in Arithmetic—Winter and Spring Terms.

Teachers' Course in Arithmetic—Winter Term.

The review course above, or its equivalent, is a prerequisite. In this course the subject matter will be presented from the teacher's standpoint, due attention being given to methods.

Algebra.—A new class beginning Milne's Standard Algebra. Winter Term.

Plane Trigonometry.—Course will begin about the middle of Winter Term and continue through the Spring Term.

DEPARTMENT OF PHYSICS.

College Physics.—This course may be taken by students who have had a good text-book course in high school Physics, but who are deficient in laboratory work. Electricity will be studied during the Winter quarter and Light during the Spring quarter. The school is well equipped for these subjects.

Students who expect to teach Physics will do well to take laboratory work of Course 3A (see Annual Catalog) in connection with this course.

DEPARTMENT OF GEOGRAPHY.

Review Course in Common School Geography—Winter and Spring Quarters.

This course is designed for teachers who seek better preparation, and also for those preparing for the county examinations. Class will recite five times a week and one lesson each week will be devoted to methods of teaching the subject.

DEPARTMENT OF HISTORY.

Review Course in United States History—Winter Quarter.

This course will give a review of the essentials in United States History as well as suggestions in the method of presenting certain phases of the subject. Stress will be given to the economic and social factors of our history, and forces and movements will be studied rather than disconnected facts and incidents. Organization of material will be a prominent feature of the course.

Text: Muzzey's History of United States. Five periods a weeks.

DEPARTMENT OF CHEMISTRY.

In the west end of the main building three large and well appointed rooms are fitted up for the use of the Chemistry Department. There is one lecture room, and two larger rooms for general laboratory purposes, containing equipment valued at several thousand dollars. Gas, hot and cold water, and compressed air are furnished to each desk.

The chemical laboratory contains a complete ventilating apparatus for the removal of noxious gases, distillation apparatus for an ample supply of pure water, acid-proof desk tops, complete sets of individual reagent bottles, two high-grade Becker analytical balances, a complete apparatus for testing milk and its products, and adequate supplies for all courses offered.

Chemistry.—Course Junior a II—Household Chemistry, Laboratory Course—Winter Quarter.

This course will consist entirely of practical analyses of household material. Special emphasis will be placed on the hygienic tests which are necessary to safeguard the food supply of the Normal School Dining Room. Among the subjects treated will be elementary soil and water analysis, detection of normal constituents and adulterants in baking powder, milk, butter, ice cream, flavors, tooth powders, and other food materials—detection of preservatives in foods—a discussion of fraudulent drugs and patent medicines advertised in current periodicals and used in the homes of the members of the class. This course will be repeated each quarter, if there is a sufficient demand. Any student having prerequisites

may take the course. Prerequisites, General Chemistry, Consultations and laboratory.

Three periods a week; three credits.

DEPARTMENT OF AGRICULTURE.

Applied Biology.—Open to those who have had Biology—Winter Term.

Agriculture.—Beginning class in Agriculture will start at the opening of the Winter Term, to accommodate those who have never had Biology and who wish to take it for credit in the Academic course. Winter and Spring Terms.

At the opening of the Spring Term the regular Biology class will begin the study of Botany and students lacking one term of Biology may take it with the regular class, and those who have been conditioned in that subject may have an opportunity to complete it in the Spring and Summer Terms.

DEPARTMENT OF HOME ECONOMICS.

Domestic Art—Winter Term.

Millinery will be the work of this course in the Winter Term.

Domestic Science—Winter Term.

House Furnishing and Home Decoration will be given during the Winter Term.

DEPARTMENT OF MUSIC.

I. Elementary Music Course—Winter Term—Three credits.

(a) Musical Notation.

The most advanced methods in learning to read music.

The origin and explanation of stave, clef, notes and rests.

(b) The development of the musical ear.

The pitch, half and whole tones, time, rhythm.

(c) The vocal organs, range of voices (children's voices), breathing exercises, development of the singing from the speaking tone, placing of tones.

(d) Theory of Music. Intervals, scales, the tetrachord.

II. Intermediate Course.

(a) Sight reading, ear training, the keyboard, musical dictation, study of intervals, the common chord.

(b) Vocal exercises, the registers, refraining from straining the voice, correcting bad tone production, rote songs, easy chorus songs in two parts.

(c) Beating of time, practical demonstrations by more advanced students.

III. Advanced Course—One Term.

(a) Vocal exercises, major and minor scales, arpeggios, solfeggi.

(b) Methods: The training of children, how to deal with tone-deaf pupils, awakening of musical sense.

(c) Advanced sight singing, study of four-part choruses.

(d) Musical analysis, melody, form, history of music, chorus literature.

(e) Harmony (not more than six in a class).

IV. The Normal School Chorus.

This course is designed for those who read music readily.

Orchestral Classes.—Open to all who have some knowledge of Orchestral instruments.

The fees for private tuition in Orchestral Instruction have been fixed at \$8.00 per month (two lessons per week.)

Weekly Musical Recitals by the leading professional vocalists and instrumentalists of Memphis are given free on Wednesday mornings during Chapel hour. Advanced students are given opportunity to gain experience in singing or playing in public.

Individual Training (coaching for public performances) will be given free to advanced Vocal students preparing for Recital work.

COMMERCIAL DEPARTMENT.

Courses in all phases of bookkeeping are offered in our Commercial Department, which thoroughly prepares students for the State High School examination. Some of the courses offered are as follows: Farm, poultry, household, retail, wholesale, manufacturing, lumbering, printing and banking.

Teachers who have finished the above courses and desire to prepare themselves for the better class of positions, will be given special work in higher accounting, preparatory to the state C. P. A. examination. These courses include: Cost accounting, theory of accounts, practical accounting and auditing. These are the same courses that are given by a number of the leading universities of the country.

Our shorthand courses cover all the requirements of the state high school examination. Arrangements have been made by which our students may have an opportunity to take an examination to procure a certificate as a "Certified Teacher of Gregg Shorthand."

Commercial law course covers the subjects of contracts, personal and real property, sales agency, partnership, negotiable instruments, bailments and carriers, insurance, interest and corporations.

Beginning class in Gregg shorthand open only to students who enter during the first week of the Winter term.

Advanced speed practice in shorthand open to students who have thoroughly mastered the principles of shorthand.

Stenographer's office practice given to students in the advanced shorthand class.

Typewriting.—Individual instruction. Students may enter at any time during the year.

Bookkeeping.—Individual instruction. Students may enter at any time.

Commercial Law.—Class will be conducted during the Spring term only.

DEPARTMENT OF DRAWING AND WRITING.

Industrial Art.—Including drawing, designing and the various forms of basketry and weaving as given in the public schools.

Drawing I.—Free-hand drawing, composition and flowers, still life and landscape, light designing, blackboard drawing, raffia and reed.

Drawing II.—This course makes a special study of public school art work, as

to methods of teaching, planning of lessons and courses of study and sources of material.

Writing.—The object of this course is to teach a rapid, plain, unshaded, coarse pen, muscular movement writing.

Note.—As stated, only those courses have here been mentioned which begin in the Winter or Spring Terms. Students who are prepared may enter upon any course offered at the beginning of a term.

Full description of all courses is given in the General Catalog, and it will be sent to anyone making request.

WEST TENNESSEE CLUB.

With the reopening of the Normal School in January, President Brister proposes to organize a WEST TENNESSEE CLUB for the purpose of studying and making a survey of all the counties of West Tennessee.

The students representing the several counties of this section will be organized into separate County Clubs and a member of the faculty will be selected as adviser for each County Club. It is the plan of these organizations to study the economic, agricultural, religious, health and educational conditions of the various counties. Every available source of information will be made use of, and when statistics and other items of information are compiled an attempt will be made to interpret them and to draw such conclusions as are warranted; and on the basis of it all to offer suggestions to the school and other authorities of the various counties which will lead to an improvement of conditions and development of the county.

Publication of the county surveys will be made in the school bulletins and in the newspapers. It is believed that these studies will open the eyes of the people of many sections of the state and will result in inaugurating many activities for better conditions. So far as is known, this will be the first attempt of such work on a large scale by any school in Tennessee. Such agencies have been in operation in Georgia for several years and it is reported that the studies made have been of great value.

The West Tennessee Normal School was established for the benefit of West Tennessee, and the faculty realizes that it cannot best serve its territory without a thorough knowledge of conditions in every part of it. For this reason they are entering upon this work with enthusiasm and hope that it will enable the school to function in an even more satisfactory and successful manner for every county in this section.

The young men and young women who are students in the school, it is believed, will be no less interested in the movement, for it will furnish them with accurate information concerning the various counties in which they propose to teach.

The Normal School hopes to qualify its graduates for leadership in the counties of West Tennessee, and this club ought to prove one of its chief agencies for doing so.

TERMS OF ADMISSION

STATUTORY PROVISIONS.

Under the provisions of the law establishing the State Normal School, all white males or females resident in the State of Tennessee and not under sixteen years of age are eligible for admission, provided they shall pledge themselves to teach in the schools of the State, within six years after leaving the school, for as long a time as they shall have attended the school.

HEALTH.

No applicant will be admitted who cannot furnish evidence of being physically sound, free from contagious or infectious disease, and from chronic defects that would prevent satisfactory work as a student or militate against success as a teacher.

CHARACTER.

Every applicant for admission must present a certificate of good moral character signed by a responsible person. The State is under obligation for the professional training of no person that is not qualified to exert a wholesome spiritual influence upon the lives of children.

SCHOLASTIC REQUIREMENTS.

For admission to the Academic Course the applicant must have completed the elementary school course. For admission to the Normal Course, graduation from an accredited high school of the first class, or equivalent scholarship, is required. Work done in an approved high school or college will be accredited for advanced standing, but the certificate or diploma of the State Normal School will not be awarded for less than one year's resident work.

FEES.

Tuition is entirely free to all students residing in Tennessee. Non-residents are required to pay tuition fee of \$12.00 for each Term of twelve weeks and \$6.00 for the Summer Term.

Registration fee is payable by all students. It is \$2.00 for each term of twelve weeks and \$2.00 for the Summer Term of six weeks.

Small fees are charged in the various laboratory courses, to pay for breakage and for material used, as follows: Physics, 50c per term for each course. Chemistry, \$1.00 per term for each course. Domestic Science: Elementary Cooking, \$1.00 per term; Advanced Cooking, \$1.50 per term; Domestic Art: Elementary Sewing, 25c per term. Manual Training, cost of material if article made is to be the student's property.

EXPENSES.

As previously stated, there is no tuition charge for students who are residents of Tennessee, but all students pay registration fee of \$2.00 for each term.

Students rooming in the dormitories pay \$2.00 per month rent. The Din-

ing Hall is run on a co-operative plan and board is given at cost, and for the present year \$10.50 per month is being charged. Board and lodging in private homes within walking distance of the school can be secured for from \$16 to \$20 per month. Students rooming in the dormitories furnish the following articles. Towels, bed linen, blankets and pillow. Dormitory students are required to keep their rooms in order and daily inspections of rooms will be made.

DORMITORIES.

The Woman's Dormitory is one of the handsomest buildings of its kind in the whole country. It is fireproof, contains about 100 commodious rooms, and is heated by steam and lighted by electricity. Every room is an outside room and the sanitary arrangements are modern. Each room is furnished with a dresser, chairs, single beds, rug, table and everything else necessary for the comfort and convenience of the occupants.

Unfortunately, no dormitory for men has yet been provided at any of the State Normal Schools, but the authorities of the West Tennessee Normal School have rented all the available space in the immediate vicinity and is furnishing them to young men at about half the actual cost to the school. The Prescott Flats just across from the campus, which have been rented, contain 18 rooms with steam heat, electricity, hot and cold water, and will accommodate 30 or 40 students. Another flat in the immediate vicinity of the school, with accommodations for 12 or 15 young men, has also been rented and is in use this year. Rooms in these places costs each student \$2.00 per month.

COURSES OF STUDY.

The State Normal School offers two regular courses, as follows:

1. The Academic Course of four years of thirty-six weeks each. This course is to prepare teachers for the elementary schools, and for admission to it the applicant must have finished at least the elementary course prescribed for the public schools of the State.

At the completion of the course the student is given a certificate, which is accepted as a license to teach in the elementary public schools of any county in Tennessee without examination, or which will admit to the Normal Course in any of the State Normal Schools.

2. The Normal Course of two years of thirty-six weeks each. This course is to prepare teachers for the public schools of the State, and for admission to it the applicant must have finished the course prescribed for the certified county high schools of the first class, or for city high schools requiring four years for graduation and approved by the State High School Inspector; the Academic Course of any of the State Normal Schools, or some course requiring equivalent scholarship, to be determined by examination.

The completion of the Normal Course entitles the student to a diploma, which is a life certificate of qualification to teach in any of the public schools of the State except high schools of the first class, under the regulations mentioned below.

SPECIAL COURSES.

Students who have had at least one year's successful experience in teaching, or special students who are not candidates for graduation, may have a special course prescribed by the President, but no special course will be permitted that requires less than the usual amount of work.

NORMAL SCHOOL CERTIFICATES.

At a regular meeting of the State Board of Education held January 11, 1912, the following regulations governing the issuance of certificates by the State Normal Schools were adopted:

1. Students who complete the prescribed work in the Academic Course in the State Normal Schools will be given a certificate signed by the State Superintendent and the President of the Normal School, which shall entitle the holder, without examination, to a teacher's certificate for the elementary schools in any county in the State, and good for four years, subject only to the general regulations prescribed by the State Superintendent for Reading Circle Work, and attendance at teachers' institutes and associations. At the expiration of the four years such certificate shall be made a life certificate on the recommendation of the Chairman of the Board of Education and the County Superintendent of Schools of the county in which such teacher was last engaged, and the President of the State Normal School from which the teacher received his certificate; provided, the holder shall have remained continuously in school work as a teacher.

2. Students who complete the prescribed work in the Normal Course in the State Normal School will be given a certificate signed by the President of the State Board of Education, the State Superintendent, and the President of the Normal School, which shall entitle the holder, without examination, to a teacher's certificate for any public school, except high schools of the first class, in any county in the State, and good for four years, subject only to the general regulations of the State Superintendent for Reading Circle Work and attendance at teachers' institutes and associations. At the end of the period for which such certificate is granted, it shall be made a life certificate on the recommendation of the County Superintendent of Schools in the county in which the applicant was last engaged, the President of the Normal School from which the teacher received his certificate, and the State Superintendent, provided the holder shall have remained continuously in school work.

GENERAL INFORMATION.

The Southern Railway has a depot called NORMAL, located on the school grounds. Pupils should, if possible, when leaving home, buy tickets and check baggage to NORMAL. If this cannot be done, then upon arrival at New Union Station, Memphis, buy ticket and check baggage to NORMAL. Pupils who come on the Illinois Central will transfer to New Union Station and then buy ticket and check baggage as above. Then take street car and transfer to Normal School line. This will bring you direct to the school and save an expensive transfer.

ROOMS.

It is very important that those who expect to attend the winter term write and have rooms reserved as soon as it is definitely determined to attend. Arrangements will be made for all who come, but rooms will be reserved in the order in which applications are received. The rooms in the Dormitory are more convenient, and doubtless more economical; hence, the importance of early reservations.

WHAT PUPILS FURNISH.

All heavy furniture needed in the rooms is furnished by the school. Single beds are used exclusively. Pupils furnish their own pillows, bed linen, bed covers, towels, etc.

HOW TO ENTER.

First.—Pay to the Bursar all fees and secure his receipt for same.

Second.—Go to the office of the Dean and fill out registration card. Assignment of studies will then be made by the Entrance Committee, and the Chairman of the Entrance Committee will give the student a matriculation card, which will admit the holder to all classes named thereon.

Third.—Secure all needed text-books and begin work at once.

ALL FEES MUST BE PAID ON ENTRANCE.

LOCATION AND BUILDING.

The site of the West Tennessee State Normal School is near Buntyn, about six miles from Main Street, Memphis. It is on the Southern Railway, and connects with the city by a regular street car line. The Southern Railway has a depot, called NORMAL, on the ground with telegraph and express offices.

The main building is an imposing structure three hundred and thirty-eight feet long and about one hundred and eighty feet wide. The entire lower floor is devoted to Physics and Chemistry laboratories, the Department of Domestic Science and Home Economics, Manual Training and the Gymnasium. The main Academic Hall contains, in addition to the spacious auditorium, fifty large, airy well-lighted rooms for class instruction. We feel justified in saying that this is the finest school building in the South.

The ladies' dormitory is a magnificent, absolutely fireproof building, containing one hundred and ten large bedrooms. Wide verandas, hallways, parlors and reception rooms give the surroundings a home-like appearance. In each room are a lavatory with hot and cold running water, electric lights, steam heat, two spacious closets, shades, rugs, table, dresser, chairs, two single beds, mattresses and springs. The building is equipped with thirty-six elegant bathrooms, with tile floors and marble wainscoting. Only two girls occupy a room during regular terms. The building contains, in addition to the one hundred and ten living rooms, special quarters for the matron, a splendidly equipped infirmary, dining-room, kitchen and storage rooms. The young men will be assigned rooms in Prescott Flats and in private homes.

EQUIPMENT.

More than twenty-five thousand dollars has been spent in laboratory equipment. The Physics, Chemistry and Biology departments are furnished with all apparatus necessary for each pupil to conduct individual experiments. This apparatus is all of the latest type, most of it being imported from Germany. Thirty cook ranges and twenty sewing machines have been installed in the Domestic Science Department. The Manual Training Department has been equipped with all tools and materials necessary for properly teaching the Industrial Arts. Arrangements have been made for an excellent working laboratory for the investigation of scientific agriculture. At an early date an experiment station will be established for the study of animal husbandry, horticulture, poultry raising, etc. The Bookkeeping Department has been installed in ample quarters and provided with several typewriters and all appliances necessary for instruction in accounting, with special reference to rural conditions. Special attention is given in the Commercial Department to stenography and typewriting. Messick School, a suburban school, has been set aside as the pedagogical laboratory. Here pupils observe teaching in the elementary school branches conducted by experts. Only the seniors will be permitted to do practice teaching. The student will have access to the library of several hundred well-chosen books.

POST OFFICE FOR THE NORMAL SCHOOL.

Definite arrangement has been made for the establishment of a branch post office in the Prescott Flats, just across from the school campus. This will afford to the students and school authorities every post office convenience. It will be open and ready for business during the Winter term.

GENERAL REGULATIONS AND SUGGESTIONS.

Students must comply cheerfully with these and any other regulations made by the Faculty.

Pupils should not keep money in their rooms. They should deposit their money with the Bursar, who in turn will deposit the same in a Memphis bank. They may check on the Bursar for small amounts when needed. Pupils will be encouraged to be economical.

Pupils should notify the President two or three days before arrival, so rooms may be reserved for them. Efforts should be made to arrive in Memphis in the day time. A member of the Faculty will meet new students at the station if the exact time of the arrival of train is given. The Normal School street car, leaving Main Street and Madison Avenue every thirty minutes, will take pupils to the Normal building. Baggage should be checked plainly, care of West Tennessee State Normal School, Normal, via Memphis, Tenn.

Unless excused by the President, students must be present at all general exercises of the school. They must present in writing to the teacher the cause of absence at any recitations.

No student shall discontinue a study except for good cause, of which the

department teacher, head of the department and the President shall be the judges.

Students leaving school without completing their studies and without taking final examinations will receive no credit for work done. Upon re-entering the school they must take examinations on the studies not completed before they can pursue work of a higher rank.

Girls must not leave the grounds without the consent of the Matron, nor are they permitted to go to town unless accompanied by a chaperon. Girls must not receive company on school days. Certain times will be set aside for the social affairs, and students must conform to these regulations.

Athletic teams must not lose time from school in making athletic trips.

Pupils are urged to enter school at the beginning of the term. If they enter after work has progressed to any considerable extent they are placed at a great disadvantage.

All pupils are urged to attend the church of their choice at least once each Sunday. Many of the churches of the city are within walking distance of the school, and all may be reached in a short time by street car.

Pupils upon reaching school should report at once to the office, where they will be furnished with proper blanks for registration. The Faculty will gladly assist students in making out registration and schedule cards.

SPECIAL ANNOUNCEMENT.

SUMMER SCHOOL.

The Summer Term of the State Normal School will begin June 8 and continue six weeks. The success of the first Summer Term, in 1913, exceeded the expectations of the school authorities, and they are determined that the Summer Term of 1914 shall offer greater opportunities to West Tennessee teachers and shall reach an ever higher measure of success.

With the experience of the past summer, with a fuller appreciation of the desires and needs of the teachers of this section, the Normal School hopes to offer the most attractive courses of study and to make arrangements for the comfort and convenience of all who attend.

A bulletin especially devoted to the Summer Term, with detailed information covering every phase of the work, will be issued in April, and it will be sent on request.

For any further information in regard to the school, address

J. W. BRISTER, President,
West Tennessee Normal School,
Memphis, Tenn.